

**MINUTES-SELECTMEN's MEETING  
MONDAY, OCTOBER 21, 2013 at 7:30 P.M.  
MARSHFIELD TOWN HALL – SELECTMEN'S HEARING ROOM**

Present: Stephen G. Robbins, Chairman, John E. Hall, Vice Chair, Matthew J. McDonough, Clerk and Rocco J. Longo, Town Administrator

Mr. Robbins opened the meeting at 7:30 p.m. with the Pledge of Allegiance and announced that the meeting was being recorded by MCTV and local reporters.

Town Administrator's Report – Mr. Longo gave a Flood Insurance update and mentioned the following: 1) The appeals were delivered to FEMA in Boston last week and he is waiting the 30 days for a response from FEMA via a Letter of Determination.

- 2) The Focus is on the CRS program.
- 3) If the Appeal is accepted, he will look into meetings with the Duxbury and Scituate as recommended by Leslie Fields of the Woods Hole Consulting Group, if the Board concurs.
- 4) By having the appeals hand delivered at the Boston FEMA office, he was able to meet with FEMA Regional Administrator, Paul Ford.
- 5) State Representative Jim Cantwell assisted with the submission process and helped with at least two items that got through state legislature.
- 6) Town Counsel was also very helpful with this process.
- 7) The Flood Insurance Team will continue to stay active and dedicated.
- 8) Received a call from a reporter in Fitchburg concerning the FEMA flood maps and the reporter really had no idea of the magnitude of the issue.
- 9) Will continue to give the Board weekly updates.

Mr. Hall stated that he felt it was a good idea to work with the other towns as a team regarding the flood insurance maps. Mr. McDonough asked Mr. Longo if he knew how many appeals had been submitted. Mr. Longo said that he did not know, he thought the flood maps had been staggered in the way they were issued. Mr. McDonough also mentioned that it was great to see Representative Cantwell's Bill and to also have the support of the Attorney General. Mr. Longo also mentioned that if the maps get adopted, the public would have to do their own work. Mr. Robbins indicated that he also supported working with the towns of Duxbury and Scituate and Mr. Longo said he would contact his colleagues.

Collector/Treasurer Transition – Mr. Longo mentioned the following on the Collector/Treasurer transition: 1) The transition process started today and went very well.

- 2) Ms. Holt had left a brief note to wrap things up when she left on Friday.
- 3) Eric Kinsherf who has worked as a Collector/Treasurer and a Finance Director will be working with us for the next several weeks keeping services flowing. Mr. Kinsherf is a CPA who owns his own Finance Consulting Firm and worked on our Fraud Risk Assessment this past year. Received a note from the Town Administrator in Scituate expressing gratitude to Eric for his work in Scituate while they sought a new Finance Director.
- 4) Have received about 32 applications with about 25 with Master's Degrees and a wide variety of public and private sector experience. Would like to start the screening process with the Fiscal Team and the Board Chair to start the initial interview with the goal of presenting three finalists for the Board to consider. Would like to start the preliminary interviews the first week of November.

MAPC Meeting with South Shore Managers – Mr. Longo mentioned the following regarding his DOER Grant Program: 1) Meeting was held and about six towns attended to discuss regional cooperation and impending DOER grant Program to consider sharing an Energy Resource Person and/or a CRS person (not as part of DOER program).

- 2) Considering sharing an employee in multiple communities or sharing a service offer.
- 3) Filled out questionnaire.

FY2015 Operating and Capital Budget Process – Mr. Longo discussed the following with regard to the FY2015 Operating and Capital Budget Process – 1) Schedules will be out tomorrow. Barbara Costa will help coordinate the Town's Operating Budget and the Town Administrator will work on the Capital Budget. Greg Caille is the new Capital Budget Chairman. The Schedule will be distributed and placed on-line upon review and completion.

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Mr. Robbins stated that he supports Mr. Longo starting the Finance Director interview process. Mr. Hall and Mr. McDonough both agreed.

Marshfield Fire Department Ethics Disclosures - John Clifford, Labor Counsel and Kevin Robinson, Fire Chief appeared before the Board. Mr. Clifford explained that the reason they are here tonight is because of the recent appointment of Shauna Robinson who is related to the Chief and her father is the Fire Captain. Mr. Clifford noted that a similar situation happened back in 2004 when the Police Chief's son was hired on the Police Department and the Fire Chief's son was hired on the Fire Department. Mr. Clifford also explained that at that time the Board of Selectmen approved the Ethics forms that disclosed their relationships. Mr. Clifford also stated that the Town of Marshfield cannot deny someone employment because of family relationship and that it is particularly common for children to follow parents in careers. Mr. Clifford also noted that just as in 2004, we are trying to take steps to resolve any issues. Mr. Clifford then mentioned the process of steps taken to become a firefighter which include passing a civil service test, certification as an EMT, expenses, paramedic and physical abilities tests. Mr. Clifford then explained the process of receiving a list from civil service, and that if a person is a paramedic or a veteran, then they are placed higher on the list. Mr. Clifford then stated that because of the Disclosures approved by the Board of Selectmen in 2004, Chief Robinson recused himself from the interview process and the candidates were interviewed by the Town Administrator, the Deputy Chief and other ranking officials. Mr. Clifford also mentioned that if a candidate is selected, they have to undergo another physical abilities test and if they pass, then they can be hired and that Shauna Robinson has passed everything so controls need to be in place. Mr. Clifford expressed the fact the Board has copies of three Disclosures and that two of the Disclosures are 268A § 23(b)3 submitted by Chief Kevin Robinson and his son Lieutenant Craig Robinson and Disclosure 268A § 19 is submitted by Caption Shaun Robinson, father of Shauna Robinson. Chief Robinson handed out information to the Board relative to the fact that numerous towns have family members working the same Fire Departments. Chief Robinson explained that he never assigns family members to the same shifts and that he stays out of the hiring process entirely. Mr. Robbins asked if there have ever been any conflicts of interest and Mr. Clifford stated that there have been none to his knowledge. Mr. Clifford stated that the Board would need to approve Disclosure 268A § 19.

Mr. Clifford then read the following Disclosure from Captain Shaun Robinson: 1. May supervise Lt. Craig Robinson and Shauna Robinson if they are assigned to his shift. They shall not be assigned to his shift on a permanent assignment, but may work on his shift if they are called in for overtime or otherwise assigned to do so on a temporary basis. 2. Captain Shaun Robinson may not make any discretionary assignments that will result in additional wages for his daughter or nephew. Overtime assignments will be distributed in the manner described in the collective bargaining agreement, which calls for a rotation of eligible employees. 3. If matters involving potential disciplinary action against Capt. Robinson's daughter or nephew are brought to Capt. Robinson, he shall immediately notify the Fire Chief, who shall promptly notify the Town Administrator. After notification of the Fire Chief, Captain Robinson shall have no further involvement in disciplinary decisions involving his daughter or nephew, unless his participation is required as a witness.

Mr. Hall moved, seconded by Mr. McDonough to approve 268A § 19 Disclosure as read by Town Labor Counsel. The vote was unanimous.

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The Bailey – Liquor License Violation Hearing – Mr. Robbins indicated that he had received some correspondence from William Bailey today and that he would open the hearing. Mr. Robbins moved, seconded by Mr. McDonough to waive the notice of the hearing and adopt the change of hours. The vote was 2-0. Mr. Hall recused himself from voting as he had had a previous relationship with the Bailey regarding entertainment. Mr. Robbins stated that the proposed change would be that they will be closed on Mondays and Tuesdays. Mr. Robbins moved, seconded by Mr. McDonough to adopt the change of hours of operation for the Bailey to be closed on Mondays and Tuesdays. The vote was 2-0. Mr. Hall did not vote.

Green Harbor Yacht Club – Change of Manager – Mr. Kevin M. Joyal, proposed Manager and Jeff Fletcher, Commodore of the Green Harbor Yacht Club appeared before the Board. Mr. Robbins opened the hearing and read Vote of the Stockholders and Directors. Mr. Fletcher stated that he was the Commodore of the Green Harbor Yacht Club and that the Manager of the Yacht Club had just left for another job. Mr. Fletcher indicated that they want to move Mr. Joyal into the position of Manager. Mr. Hall and Mr. Robbins mentioned that they knew Mr. Joyal quite well. Mr. Hall moved, seconded by Mr. McDonough to approve the change of Manager from Colleen Lynn to Kevin Joyal. The vote was unanimous.

Marshfield Agricultural and Horticultural Society – One Day Wine & Malt License – Mr. Robbins read the application from Carleton Chandler for the Marshfield Agricultural and Horticultural Society for a One Day Wine & Malt License for the Ruckus on November 2, 2013 at the Marshfield Fairgrounds. Mr. Hall recused himself from the vote as he has a financial relationship with the Agricultural and Horticultural Society. Mr. McDonough moved, seconded by Mr. Robbins to approve the One Day Wine & Malt License for the Marshfield Agricultural and Horticultural Society on November 2, 2013 from 9:00 a.m. – 5:00 p.m. The vote was 2-0. Mr. Hall did not vote.

North River Arts Society – One Day Wine & Malt License – Mr. Robbins read the application for the One Day Wine & Malt License from Laura Harvey of the North River Arts Society. Mr. Robbins mentioned that they have their certificate of insurance. Mr. Hall moved, seconded by Mr. McDonough to approve the One Day Wine & Malt License for the North River Arts Society for November 15, 2013 from 7:00 – 10:00 p.m. The vote was unanimous.

Reappointment of Education Fund Committee – Mr. Robbins read the e-mail requesting that the Education Fund Committee be reappointed so that they could expend the money. Mr. Hall moved, seconded by Mr. McDonough to reappoint, Corey Conant, Karen Vaughn, Erika Barrett, Elizabeth Burns, and Christopher MacMullen to the Education Fund Committee for a term to expire on June 30, 2014. The vote was unanimous.

Acceptance of Minutes – Mr. Hall moved, seconded by Mr. McDonough to approve the minutes of October 7, 2013. The vote was unanimous.

Mr. Robbins motioned to adjourn the meeting at 8:30 p.m.

There was no Executive Session held.

Respectfully submitted,

Beverly Wiedemann

Documents and exhibits presented at this meeting were the following: Town Administrator’s Report, Ethics Disclosures from the Fire Chief, Fire Captain and Fire Lieutenant, copy of memo from Kevin Robinson regarding Conflict of Interest from 2004 and copies of e-mails from other Fire Chiefs from surrounding towns regarding families in the Fire Department, copy of e-mail from Town Counsel regarding the Bailey hearing, copies of letters sent to the Bailey, copy of application for change of hours for the Bailey, copy of application of Change of Manager for the Green Harbor Yacht Club, copy of One Day Wine & Malt License application from Marshfield Agricultural and Horticultural Society, copy of One Day Wine & Malt application from the North River Arts Society, copy of Certificate of Insurance from North River Arts Society, copy of e-mail from The School Superintendent regarding the reappointment of the Education Fund Committee and copy of minutes of October 7, 2013.

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